



WEST VIRGINIA SECRETARY OF STATE'S OFFICE

ELECTIONS DIVISION

Best Practices Guide to West Virginia Agency Voter Registration Application Guide

Revised September 2008

NATALIE E. TENNANT • SECRETARY OF STATE

www.WVvotes.com



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THE NATIONAL VOTER REGISTRATION ACT OF 1993 and ELECTION LAWS OF WEST VIRGINIA

The Mandate

The intent of these registration and election laws is to increase the opportunities for citizens to register to vote. In West Virginia, there are over 245,000 eligible voters who are not registered to vote. In order to help these people register more easily, the national and state laws were designed to require many public agencies to provide registration application opportunities to their clients along with their regular agency services.

When Does the Agency Employee Provide the Opportunity to Register to Vote?

At any contact with a client. This includes in person contact, online contact, and other forms of direct contact.

The law requires that the opportunity to apply for voter registration be provided with each application for assistance, renewal/recertification of assistance, or change of address to agency clients who apply in person at agencies which serve persons with disabilities or which provide public assistance. If a client requests assistance with his or her voter registration application, the agency must provide the same assistance to the client as it would with its own agency forms.

The opportunity to register to vote must be provided to each person, whether at an agency office, during a telephone contact or other site of direct contact with an agency employee responsible for accepting voter applications. The person may be seeking services or assistance for himself or herself or for a member of his or her immediate family. The form may be completed in the office or taken home and mailed in later.

This Guide

This guide is provided by the Office of the Secretary of State and is meant to provide assistance with your efforts in voter registration activities. If you have other questions about voter registration or need supplies, please contact us at 1-866-SOS-VOTE. There is also a list of county election officials with their phone numbers, addresses, and office hours provided at the end of this guide to help with questions about local voter information.

RESPONSIBILITIES OF AGENCY STATE SUPERVISOR

- 1) Appointing a current employee as **local coordinator** of voter registration services for each office or program delivery center.
- 2) Administering voter registration services in all programs within his or her jurisdiction.
- 3) Coordinating voter registration services with the Secretary of State.
- 4) Supervising the local coordinators of his/her delivery programs.
- 5) Ensure all coordinators and employees have reviewed all training material and receive periodic updates.
- 6) Reviewing complaints concerning voter registration activities filed against employees.
- 7) Notifying the Secretary of State within five days of any change of local coordinators.
- 8) Post all required notices as provided by the Secretary of State.
- 9) Complete weekly online survey for statistical analysis.

RESPONSIBILITIES OF LOCAL COORDINATOR

- 1) Coordinating voter registration services within his/her local office.
- 2) Ensuring that the registration application process is practiced by all employees.
- 3) Maintaining adequate supply of declination forms, voter registration applications and related materials.
- 4) Training designated alternates to assume coordinator duties in his/her absence.
- 5) Maintaining an office log of registration procedures, supply locations, ordering procedures, contact people and telephone numbers.
- 6) Maintaining and securing an office voter registration 'date' hand stamp.
- 7) Ensuring that each application is 'date' stamped the day it is received by his/her office.
- 8) Forwarding completed registration applications to Secretary of State within five (5) days of receipt, unless specified.
- 9) Retaining declination forms (for 22 months).
- 10) Providing training for new employees.
- 11) Reporting and coordinate with his/her state supervisor.
- 12) Maintaining the confidentiality of the applications, declinations, and applicants.

RESPONSIBILITIES OF THE AGENCY EMPLOYEE

- 1)** Providing a declination form and a voter registration application to each applicant for agency services, recertification, renewal or change of address.
- 2)** Assisting applicants who want to apply to register to vote and requests assistance, give them the same degree of assistance as provided for agency forms.
- 3)** Accepting declination forms.
- 4)** Giving client the red “What happens next card?” card
- 5)** Accepting completed voter registration applications.
- 6)** Maintaining the confidentiality of the applications, declinations, and applicants.
- 7)** Ensuring that no political party preferences are indicated to applicants.
- 8)** Allowing applicant to make his/her own desision about registering/not registering.
- 9)** Refraining from making any statement that could be interpreted to mean that any action on the part of the applicant could affect the availability of services or benefits.
- 10)** Providing applicant (upon request) no more than four (4) mail-in voter registration application forms for use by others at home.
- 11)** Receive appropriate training as required by state law.

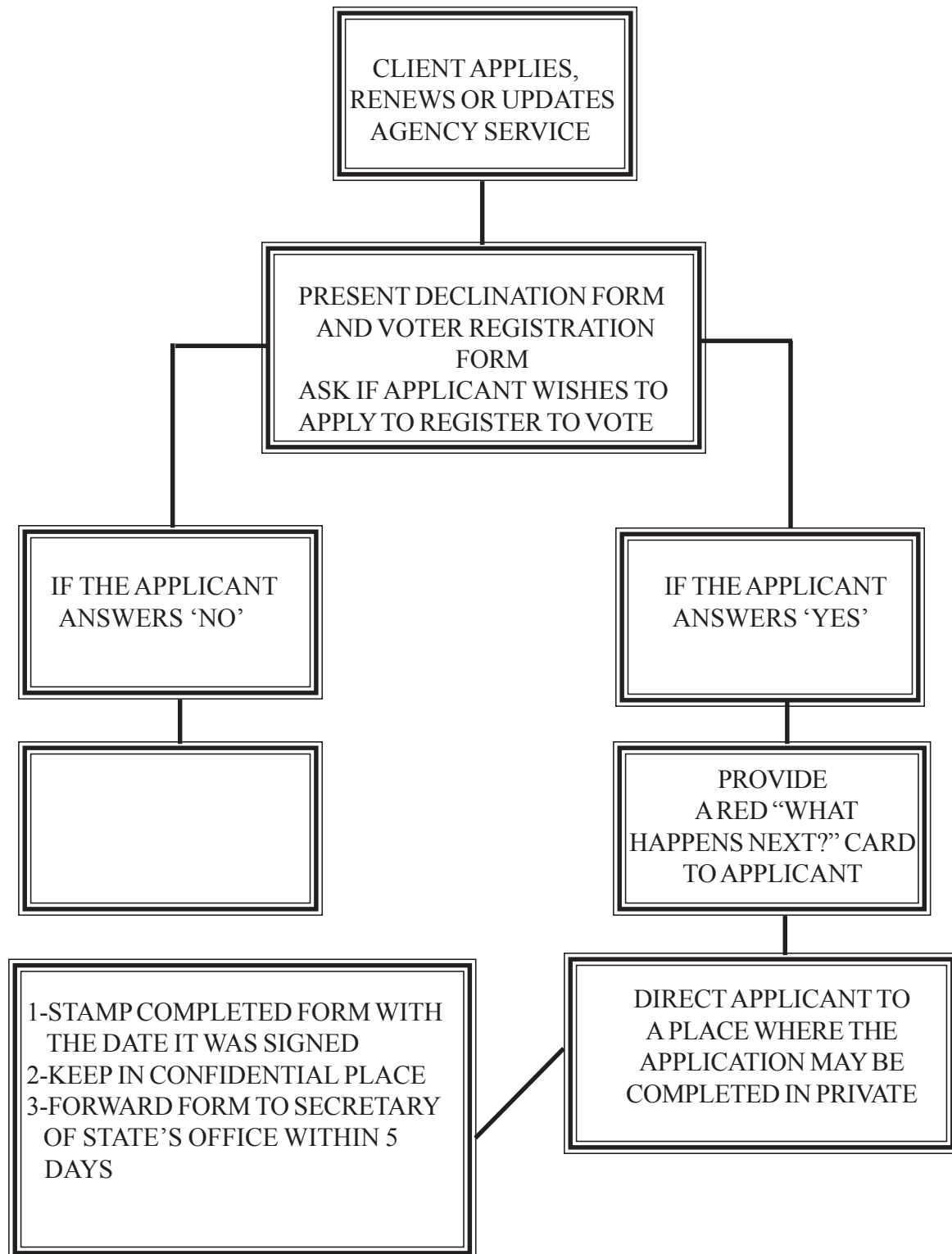
AGENCY VOTER REGISTRATION PROCESS

Reminder: Follow these steps to ensure compliance with state and federal regulations

1. When a client applies for, renews services, or updates records through your agency, an Agency Voter Registration Certification (“declination”) and a voter registration application is provided along with the necessary forms for services.
2. If a client does not want to register to vote, simply file the declination. Remember, declinations must be maintained in your office or storage facility for 22 months.
3. The client must not be required to provide basic information more than once.
4. If a client would like to register to vote or make a change to their current voter registration, they would get the current Voter Registration Application (R-2 8-05) and a red “What happens next?” card. This card will inform the client on how to fill out the application and how long it will take for their voter registration to be completed. The card will also tell the client what to do if they do not receive notification of registration. Remember, old voter registration applications or incomplete applications will have to be returned to the client.
5. The client gives the completed application back to you and at that time. You should date stamp the application in the appropriate box.
6. If a client would like to register to vote or make a change to their current voter registration, but does not want to complete the form in your office, give them the voter registration application to complete at home. You may also give this application to the client for family members (limit four [4]) to complete. If someone requests several application you may refer them to the Secretary of State’s Office.
7. At the end of each week return all completed applications to the Secretary of State’s Office in the pre-paid envelopes. Remember to put the name of the agency on the outside of the envelope to receive credit.

If you have any questions regarding these procedures, contact a member of the elections division staff at 304-558-6000 or elections@wvsos.com.

STEPS IN THE AGENCY VOTER REGISTRATION PROCESS



PRESENTING THE DECLINATION FORM

At the time of services, the agency employee must present the official **declination form and a voter registration application** to the applicant. This form asks the applicant this specific question:

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

There are blocks for the applicant to mark his or her answer: **YES or NO**

It also advises the applicant that:

If you do not check either box, you will be considered to have decided not to register to vote at this time. Applying to register to vote or declining to register to vote will not affect the assistance or services that you will be provided by this agency.

And it promises confidentiality:

If you decline to register to vote, this fact will remain confidential. If you do register to vote, the office where your application was submitted will remain confidential and may be used only for voter registration purposes.

If the applicant checks **YES** on the declination form but fails or refuses to sign the form, that applicant shall be considered as having declined to register to vote.

The applicant is also advised that:

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to vote or your right to choose your own political party or other political preference, you may file a complaint with:

**West Virginia Secretary of State
Elections Division
Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, West Virginia 25305-0770
elections@wvsos.com**

or

**Toll Free: 866-SOS-VOTE
(866-767-8683)
304-558-6000
WWW.WVSOS.COM**

If the applicant requests:

The “*you may file a complaint with*” portion of this form can be detached so that the applicant may take with him or her in order to have the information available when needed. This portion contains the name, address and telephone number of the person to call if there are questions.

Keep the declination form for 22 months:

It is recommended that the forms be filed by date in order to make it easier to clear your files as each group reaches its 22nd month. At the end of 22 months, those declinations must be destroyed.

This form and its precise wordage is mandated by Federal law and has been produced for use in West Virginia.

VOTER REGISTRATION AGENCY CERTIFICATION FORM (DECLINATION FORM)

Voter Registration Agency Certification

WEST VIRGINIA

IF YOU ARE NOT REGISTERED TO VOTE WHERE YOU LIVE NOW, WOULD YOU LIKE TO APPLY TO REGISTER TO VOTE HERE TODAY?

IF YOU WOULD LIKE TO REGISTER TO VOTE, CHANGE
YOUR ADDRESS OR YOUR PARTY, MARK:

YES ☐

IF YOU ARE ALREADY REGISTERED TO VOTE OR
DO NOT WANT TO REGISTER, MARK:

NO ☐

✓ IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. APPLYING TO REGISTER TO VOTE OR DECLINING TO REGISTER TO VOTE WILL NOT AFFECT THE AMOUNT OF ASSISTANCE OR SERVICES THAT YOU WILL BE PROVIDED BY THIS AGENCY.

✓ IF YOU DECLINE TO REGISTER TO VOTE, THIS FACT WILL REMAIN CONFIDENTIAL. IF YOU DO REGISTER TO VOTE, THE OFFICE WHERE YOUR APPLICATION WAS SUBMITTED WILL REMAIN CONFIDENTIAL AND MAY BE USED ONLY FOR VOTER REGISTRATION PURPOSES.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application in private if you desire.

Date

Applicant's Name

Signature

☐ Received complete

☐ Received incomplete

☐ Mail-In form given

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to vote or your right to choose your own political party or other political preference, you may file a complaint with:

West Virginia Secretary of State
Elections Division
Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, West Virginia 25305-0770

E-mail: elections@wvsos.com
Toll Free: 866-SOS-VOTE
(866-767-8683)
or 304-558-6000

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AN OVERVIEW OF THE INFORMATION REQUESTED ON THE VOTER REGISTRATION APPLICATION

The applicant must be informed that:

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application in private if you desire.

Box #	Information
1	NAME: <i>Required</i> Legal name only. Maiden name may be used as middle name.
2	BIRTH DATE: <i>Required</i> Month, day and year of applicant's birth.
3	DRIVER'S LICENSE #: <i>Required</i> Driver's license number or if no driver's license number last four numbers of applicant's social security number.
4	ADDRESS WHERE YOU LIVE: <i>Required</i> Where the applicant actually lives . <i>No post office boxes</i> . No business addresses. Give house apartment number, street, city, and county. If the applicant does not have a traditional address (as a homeless person), refer the applicant to the appropriate county clerk who will assign a precinct. ADDRESS WHERE YOU GET YOUR MAIL AT HOME: Enter applicant's mailing address if it is different from the home address.
5	I LIVE WITHIN CITY LIMITS: Applicant must check the box if he or she lives within city limits.
6	DAYTIME PHONE: Applicant's daytime telephone number, if available.
7	GENDER: Applicant's gender. Circle M for male or F for female.
8	PARTY CHOICE: Check only one (1). Some parties select their candidates at a primary election. Unless the party allows otherwise, only party members may help choose the party's candidates. Party choice can not be changed in the 21 days before an election.
9	THIS IS A: Check which of these (new registration, name/address change, or party change) applies to the applicant's application.
10	VOTER DECLARATION: <i>Required</i> The applicant must meet these qualifications, check all applicable boxes and must give his or her signature or mark. There is a felony penalty to sign this form if any of the applicant's information is untrue. Power of attorney cannot be used for voter registration.
11	PREVIOUS REGISTRATION INFORMATION: Name and address of applicant's previous voter registration (if known).

VOTER REGISTRATION APPLICATION

1.	LASTNAME: _____ FIRSTNAME: _____ MIDDLE OR MAIDEN NAME: _____	2.	BIRTHDATE: _____ / _____ / _____	3.	DRIVER'S LICENSE # _____ <small>If no driver's license, submit SOC. SEC. LAST 4#S XXX-XX-_____ I do not have a driver's license or a social security #: <input type="checkbox"/></small>	PRECINCT
4.	GIVE THE ADDRESS WHERE YOU LIVE OR THE PHYSICAL LOCATION OF WHERE YOU LIVE: _____ LIST YOUR COMPLETE MAILING ADDRESS HERE: (ADDRESS, CITY, STATE AND ZIP) _____	5.	COUNTY WHERE YOU LIVE <input type="checkbox"/> I live within city limits	6.	DAYTIME PHONE: _____	VOTER ID CONFIRMATION
8.	PARTY CHOICE—CHECK <u>ONE</u> BOX <i>If a party choice is NOT marked, you will be listed as having No Party Choice</i> <input type="checkbox"/> DEMOCRAT <input type="checkbox"/> MOUNTAIN <input type="checkbox"/> NO PARTY CHOICE <input type="checkbox"/> REPUBLICAN <input type="checkbox"/> OTHER PARTY _____ <small>(Mark here if you wish to be an "independent" or no party)</small>			7.	GENDER: Circle One M F	DATE RECEIVED
Please Note: for an application to be complete, boxes 1, 2, 3, 4 and 10, including the signature box, <u>MUST</u> be completed.				9.	THIS IS A: <input type="checkbox"/> NEW REGISTRATION <input type="checkbox"/> NAME AND/OR ADDRESS CHANGE <input type="checkbox"/> PARTY CHANGE	
10.	Voter Declaration — I swear or affirm that: READ AND CHECK ALL BOXES THAT APPLY: <input type="checkbox"/> I am NOT currently under conviction, probation or parole for a felony, treason or election bribery; <input type="checkbox"/> I have NOT been judged mentally incompetent in a court of competent jurisdiction; <input type="checkbox"/> YES I live in West Virginia at the above address; <input type="checkbox"/> YES I am a United States citizen; and <input type="checkbox"/> YES I am at least 18 years old or am 17 years old and will be 18 years old on or before the next general election. <input type="checkbox"/> YES I would like to be a pollworker.			SIGN YOUR NAME IN THE SPACE BELOW: <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> First Name Middle (Maiden) Name Last Name </div> <p style="font-size: x-small; margin-top: 5px;"><u>WARNING:</u> If this statement is untrue and you sign it, you will be guilty of a felony and upon conviction can be fined up to \$5,000.00 and/or jailed up to three (3) years.</p>		
				11. Name and Address of Last Voter Registration Name _____ Street _____ City _____ County _____ State _____		PRECINCT

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OTHER QUESTIONS

CAN THE APPLICANT TAKE HOME EXTRA APPLICATIONS FOR FAMILY, FRIENDS, NEIGHBORS, ETC.?

Yes, but not to exceed four (4) applications. You may refer requests for additional mail-in voter registration applications to the Secretary of State's Office at 1-866-SOS-VOTE.

WHEN IS THE VOTER REGISTRATION SERVICE OFFERED?

The agency employee distributes the declination form and vote registration application with each application for service or assistance and with each recertification, renewal or change of address form he/she provides agency applicants.

WHAT DOES AN AGENCY DO WITH COMPLETED VOTER REGISTRATION APPLICATIONS?

The agency must forward the completed voter registration applications to the Secretary of State's Office. The agency must forward the completed applications in the provided envelope and must place the agency's return address on outside of each envelope. Each card must be returned within 5 days of acceptance.

MANDATORY INFORMATION

The information in boxes 1, 2, 3, 4, and 10 is mandatory and must be provided or the application will be considered incomplete. Please note that the information in boxes 5-9 and 11 should also be provided so that the County Clerk can accurately complete the applicant's voter registration card.

APPLICATION vs. REGISTRATION CARD

Agency employees should remind the applicants that they are filling out an application for voter registration.....not a voter registration card. The agency should tell the applicants that their application will be sent to their County Clerk's office where it will be processed and that they will receive their voter registration card unless further information is needed.

HOW DOES A REGISTRANT KNOW APPLICATION WAS ACCEPTED?

Contact County Clerk or visit www.WVvotes.com.

HOW DOES A VOTER KNOW WHERE TO VOTE?

When the voter's application is processed by the County Clerk's office and he or she becomes an active voter, the County Clerk's office will mail the voter a registration receipt and notice of his or her precinct and voting place.

WILL THERE BE SOMEONE AT THE POLLING PLACE TO HELP?

Yes. The poll workers will demonstrate how to mark ballots. If asked, two poll workers of different political parties will assist voters complete their ballots. Voters may also take someone with them to help.

OTHER QUESTIONS (cont'd)

HOW OFTEN DO YOU NEED TO REGISTER?

You need only register once for all West Virginia elections. However, any time information on the registration changes, you need to update your registration.

WHAT IS THE DEADLINE TO REGISTER?

An applicant may register anytime; however, in order to vote in an election, the registration must be made at least 21 days prior to that election.

ABOUT THE REGISTRATION APPLICATION

The top of the form has its own set of directions for those who wish to complete the form alone or for those who wish to complete the form at home. These directions are just extra help for the agency employees who need more information to assist the applicant or who just want to be able to answer general questions about voter registration. In addition, you can always call the Secretary of State's Office at 1-866-SOS-VOTE or contact your County Clerk's office.

ABSENTEE VOTING

Absentee information and ballots may be obtained from the County Clerk in the voter's county, or by visiting www.WVvotes.com.

If a person is unable to go to the polls on election day, he/she should contact the County Clerk's office as soon as possible to learn the details. Enclosed is a list of clerks and phone numbers.

HANDICAPPED ACCESSIBILITY AT POLLING PLACES

Most polling places are handicapped accessible; however, if a handicapped voter is assigned to one that is not handicapped accessible, the County Clerk upon request will reassign that voter to the nearest polling place which is accessible.

JURY DUTY

Many people will want to know if they will be called to jury duty if they register to vote. In West Virginia, the answer is.....maybe. In our state, juries are also selected from other sources such as the drivers' license database.

WHAT TO DO WITH COMPLETED VOTER REGISTRATION APPLICATIONS

* **Date Stamp** each completed application. The agency date stamp determines when a person becomes eligible to vote. Stamp the application in the area on the right edge marked “Date Received.” If a date stamp is unavailable, the date can be written by hand. If you need a new date hand stamp, contact the Secretary of State’s Office at 1-866-SOS-VOTE. Applications should NEVER be dated ahead of time.

* **Count the number of completed applications** received by your agency **and record the number** on the Mailing Record Sheet. This record is for your agency’s use only and is not required to be mailed to the Secretary of State. However, you do need to report the number of clients offered voter registration services. Also, the name of your agency is NOT to be written or stamped on the voter registration application.

* **Mail completed applications** to the Office of Secretary of State within five (5) days of receipt. It is recommended that they be mailed on the last work day of each week.

* **Use the special envelopes** provided by the Office of the Secretary of State to mail voter applications. *Make sure that your agency location is indicated on the top left corner of the envelope. Without this information, your agency may not get credit for completed voter registration forms.*

* **If an application is returned unmarked**, return it to the office stock to be reused.

INFLUENCING APPLICANTS

A person who provides voter registration services shall NOT:

- * Try to influence an applicant's choice of political preference or party allegiance.
- * Show to an applicant any political preference or party allegiance.
- * Make any statement to an applicant or take any action which has the purpose or effect of leading the applicant to believe that a decision to register or not to register has a bearing on the availability of services or benefits.

No information relating to a person's voter registration application or declination form may be connected with or referenced to any designated voter registration agency or used for any purpose other than voter registration.

LEGAL IMPLICATIONS

What are the legal implications? Who can take legal action?

The U.S. Attorney General:

- * Through civil action for declaratory or injunctive relief for failure to provide services or carry out the provisions of federal law.
- * Through criminal prosecution against any person, including an official, for intimidating, threatening or coercing any person and for depriving, defrauding or attempting to deprive or defraud state residents of a fair and impartial election.

An aggrieved individual:

- * Through written notice of violation to the Secretary of State and, if not resolved within the time allowed,
- * Through civil action in district court for declaratory or injunctive relief.

AGENCY INFORMATION SHEET

Local Agency Address: _____

Telephone Number: _____

Secretary of State: 1-866-SOS-VOTE

State Supervisor: _____

Telephone Number: _____

Local Coordinator: _____

Alternate No. 1: _____

Alternate No. 2: _____

Additional Alternates: _____

Date Stamp Assistance Contact: Lisa Blake, Secretary of State's Office

Telephone Number: 1-866-SOS-VOTE

Supplies Location: _____

Forms: _____

To Reorder: Lisa Blake 1-866-SOS-VOTE

Envelopes: _____

To Reorder: Lisa Blake 1-866-SOS-VOTE

Mailing Record Sheet: _____

Agency's County Clerk: _____

Telephone Number: _____

Agency's Circuit Clerk: _____

Telephone Number: _____

MAILING RECORD SHEET

Number of Applications Mailed	Date Mailed

COUNTY CLERKS DIRECTORY

<i>County</i>	<i>Clerk of the County Commission</i>	<i>Main Phone</i>
Barbour	Debra Talbott 8 North Main Street Philippi, WV 26416	304-457-2232
Berkeley	John Small Jr 100 West King Street Martinsburg, WV 25401	304-264-1929
Boone	Gary Williams 200 State Street Madison, WV 25130	304-369-7331
Braxton	John Jordan 300 Main Street Sutton, WV 26601	304-765-2833
Brooke	Sylvia Benzo 632 Main Street Wellsburg, WV 26070	304-737-3661
Cabell	Karen Cole 750 5 th Ave., Suite 300 Huntington, WV 25701	304-526-8625
Calhoun	Richard Kirby P.O. Box 230 Grantsville, WV 26147	304-354-6725
Clay	Connie Workman P.O. Box 196 Clay, WV 25043	304-587-4259
Doddridge	Janice Cox 118 E. Court St; Rm 102 West Union, WV 26456	304-873-2631
Fayette	Kelvin Holliday P.O. Box 569 Fayetteville, WV 25840	304-574-4225
Gilmer	Beverly Marks 10 Howard Street Glenville, WV 26351	304-462-7641
Grant	Harold Hiser 5 Highland Ave. Petersburg, WV 26847	304-257-4550
Greenbrier	William Livesay 200 North Court Street Lewisburg, WV 24901	304-647-6602
Hampshire	Sharon Link 66 N. High Street Romney, WV 26757	304-822-5112
Hancock	Eleanor Straight P.O. Box 367 New Cumberland, WV 26047	304-564-3311
Hardy	Gregory Ely 204 Washington Street Moorefield, WV 26836	304-530-0250
Harrison	Susan Thomas 301 W. Main Street Clarksburg, WV 26301	304-624-8672
Jackson	Jeff Waybright P.O. Box 800 Ripley, WV 25271	304-373-2258
Jefferson	Jennifer Maghan P.O. Box 208 Charles Town, WV 25414	304-728-3215
Kanawha	Vera McCormick 407 Virginia Street, East Charleston, WV 25301	304-357-0130
Lewis	Mary Lou Myers P.O. Box 466 Weston, WV 26452	304-269-8215
Lincoln	Donald Whitten P.O. Box 497 Hamlin, WV 25523	304-824-3336

COUNTY CLERKS DIRECTORY (cont'd)

Logan	John Turner 300 Stratton Street Logan, WV 25601	304-792-8600	Roane	Charles White Jr P.O. Box 69 Spencer, WV 25276	304-927-2860
Marion	Janice Cosco P.O. Box 1267 Fairmont, WV 26554	304-367-5445	Summers	Mary Beth Merritt 120 Ballengee St Hinton, WV 25951	304-466-7104
Marshall	Jan Pest P.O. Box 459 Moundsville, WV 26041	304-845-1220	Taylor	Nancy Fowler 214 W. Main St Grafton, WV 26354	304-265-1401
Mason	Diana Cromley 200 6 th Street Point Pleasant, WV 25550	304-675-1997	Tucker	Sherry Simmons 215 First St Parsons, WV 26287	304-478-2414
McDowell	Donald Hicks 90 Wyoming St; Suite 109 Welch, WV 24801	304-436-8544	Tyler	Lora Thomas P.O. Box 66 Middlebourne, WV 26149	304-758-2102
Mercer	Verlin Moye 1501 West Main Street Princeton, WV 24740	304-487-8311	Upshur	Debbie Wilfong 38 W. Main St. Buckhannon, WV 26201	304-472-1068
Mineral	Lauren Ellifritz 150 Armstrong Street Keyser, WV 26726	304-788-3924	Wayne	Robert Pasley P.O. Box 248 Wayne, WV 25570	304-272-6369
Mingo	Jim Hatfield P.O. Box 1197 Williamson, WV 25661	304-235-0330	Webster	Terry Payne 2 Court Square Webster Springs, WV 26288	304-847-2508
Monongalia	Carye Blaney 243 High Street Morgantown, WV 26505	304-291-7230	Wetzel	Carol Haught P.O. Box 156 New Martinsville, WV 26155	304-455-8224
Monroe	Donald Evans P.O. Box 350 Union, WV 24983	304-772-3096	Wirt	Suellen Calebaugh P.O. Box 53 Elizabeth, WV 26143	304-275-4271
Morgan	Debra Kesecker 83 Fairfax Street Berkeley Springs, WV 25411	304-258-8547	Wood	Jamie Six #1 Court Square Parkersburg, WV 26101	304-424-1850
Nicholas	Wanda Hendrickson 700 Main St., Suite 2 Summersville, WV 26651	304-872-7820	Wyoming	D. Michael Goode P.O. Drawer 309 Pineville, WV 24874	304-732-8000
Ohio	Toni Chieffalo 1500 Chapline Street Wheeling, WV 26003	304- 234-3656			
Pendleton	Nancy Gonshor P.O. Box 1167 Franklin, WV 26807	304-358-2505			
Pleasants	Sue Morgan 301 Court Lane St. Marys, WV 26170	304-684-7542			
Pocahonts	Sandra Friel 900-C 10 th Ave. Marlinton, WV 24954	304-799-4549			
Preston	Nancy Reckart 101 W. Main St., Rm 201 Kingwood, WV 26537	304-329-0070			
Putnam	Brian Wood 3389 Winfield Rd Winfield, WV 25213	304-586-0202			
Raleigh	Betty Riffe 215 Main Street Beckley, WV 25802	304-255-9126			
Randolph	Brenda Wiseman P.O. Box 368 Elkins, WV 26241	304-636-0543			
Ritchie	Susan Scott 115 E. Main Street Harrisville, WV 26362	304-643-2164			

NOTES